

QUALIFICATION STANDARD JOB ANALYSIS WORKSHEET

JOB TITLE:

UNIT:

SERIES & GRADE:

LOCATION:

POSITION DESCRIPTION NUMBER:

SIGNATURE:

JOB ANALYSIS INTERVIEW**FUNCTIONAL REQUIREMENTS****COLUMN 1**

A. What are the four or five major functions to be performed on this job?

COLUMN2

B. For each function, what knowledge, skills, abilities or other characteristics are required to perform this?

1.

1.

2.

2.

3.

3.

4.

4.

5.

5.